

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5021

CUSTODIAN LEAD

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead assigned personnel and perform custodial duties.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others.

TYPICAL WORK

Maintain key security;

Inspect assigned areas; ensure that departmental cleanliness standards are met;

Report status and condition of assigned areas to supervisor; assist supervisor with performance evaluations;

Instruct employees in proper cleaning techniques and safety practices; maintain compliance with applicable policies and procedures;

Distribute custodial equipment and supplies; monitor the use and care of assigned equipment and supplies;

Initiate work orders for repair/maintenance;

Assist with inventory maintenance;

Monitor safety practices of custodial employees;

Perform the duties of a Custodian;

Perform related duties as required.

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MINIMUM QUALIFICATIONS

Physical ability to do required work AND one year of experience as a Custodian, or equivalent

OR

equivalent education/experience.

New Class: 2-07-73

Revise Class: 5-17-73

Revise Class: 11-01-81

Revise MQ: 7-2-90

Revise Class: 8/7/92